

ECOZENIC

Complaints Handling Procedure

IF YOU NEED TO MAKE A COMPLAINT

The principal assigned to deal with complaints is:

ECOZENIC LIMITED
UNIT 1 BOSTWICK FARM
BOSTWICK LANE
CHRISTCHURCH
DORSET
BH23 6BN
Tel No: 01202 798 666

Email address: admin@ecozenic.co.uk

www.ecozenic.co.uk

Company Registration No: 13777422

Step-by-step complaints procedure

If you're not completely happy with our service, we'd like to hear about it so we can do something to put it right.

We do everything possible to ensure our customers get the best products and services possible. However, sometimes we may need to get things right the first time.

When that happens, please tell us what went wrong so we can put matters right.

We want to:

- Make it easy for you to tell us what went wrong;
- Give your complaint the attention it deserves;

- Resolve your complaint fairly without delay; and
- Make sure you are satisfied with how your complaint was resolved.

How and where to complain

If you are not satisfied with any aspect of our service or products, you can tell us about your complaint in the following ways:

In person – call into our office at the address shown overleaf. We are open Monday to Friday from 9.00 am – 5.00 pm.

In writing – write to us at the address shown and address your letter to The Customer Complaint Manager.

By telephone – call us on 01202 798 666 during our office hours and ask for the Customer Services Department.

By email – use the email address shown.

How long will it take?

We aim to resolve your complaint straightaway, but if we can't, then we will write to you within three business days to tell you:

- Why we have not resolved your complaint;
- Who is dealing with your complaint; and
- When we will contact you again.

We will aim to resolve your complaint quickly, but it may take longer if it is complex.

We will keep you informed regularly, but if you need an update, please call us on 01202 798 666 and ask to speak to the person handling your complaint.

If we cannot reach an agreement with you?

If we can't agree on a solution with you within eight weeks, we will:

- Please send a letter explaining the reason for the delay's reasons and an indication of when we expect to provide a final decision.

OR

- Issue our final decision letter, which will explain our final position.

The Financial Ombudsman Service

Our aim is to resolve all complaints internally. However, if after receiving our final decision letter, or if eight weeks have passed (this is sometimes referred to as the “eight-week rule”), you may have the right to refer your complaint to the Financial Ombudsman Service (FOS). The eight weeks start from when a complaint is received anywhere in our business. Their contact details are shown below.

Please note: Only complaints relating to the sale of financial services should be referred to FOS.

Financial Ombudsman Service can be contacted in writing:

Financial Ombudsman Service

Exchange Tower

London

E14 9SR

Tel: 0800 023 4567 (free for most people ringing from a fixed line) or 0300 123 9123 (cheaper for those calling using a mobile) or +44 20 7964 0500 (if calling from abroad)

Email: complaint.info@financial-ombudsman.org.uk

Further information can be obtained from the Financial Ombudsman Service’s website at www.financial-ombudsman.org.uk

CUSTOMER COMPLAINTS

If you are not satisfied with any aspect of our service or products relating to your finance agreement, please tell us about your complaint.